FACULTY AND CBME

Triggering Forms in one45 and on a mobile device

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Faculty and CBME: Overview

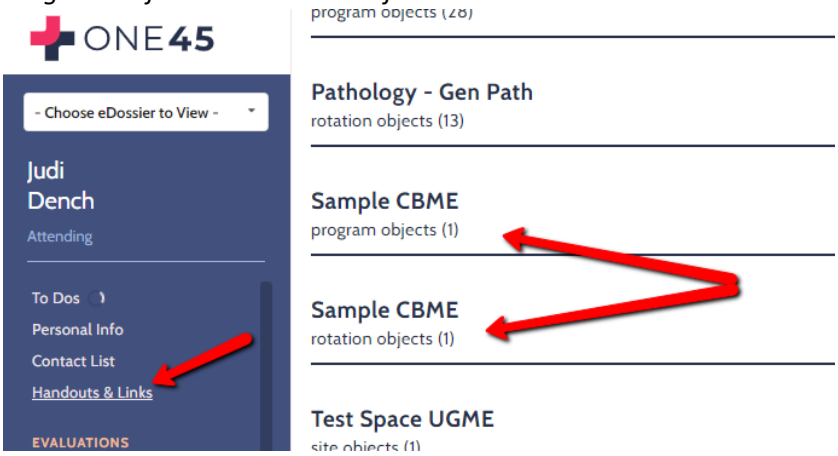
Please find instructions below on how you as a faculty member can review the EPAs your department is responsible for, how to trigger forms to evaluate residents on their performance on a particular EPA, how to complete those forms, and how to review forms you have completed in the past. There are instructions for accessing one45 from a browser on your computer or a browser on a mobile device.

Knowing the EPAs and their requirements (Desktop and Mobile)

Note there is no way for you to preview blank EPA forms in one45 prior to triggering them on residents. Some program administrators have uploaded a pdf of each stage's EPAs , either as program object or a rotation objects. If this is the case in your program, you can find them in your *Handouts and Links* section. Follow the directions below to access that tool.

1. Open a browser on your mobile device or desktop (Chrome, Firefox, Microsoft Edge, or Safari) and navigate to https://one45.med.dal.ca and proceed to step 2. If you do not remember your username and password for one45, you can request a password reset from the log in page using these instructions:
    a. Navigate to https://one45.med.dal.ca
    b. Click *Need help logging in?*
    c. Enter the email address associated with your one45 account (the email address you receive one45 alerts in).
    d. Click *Send email reminder.*

2. Click on *Handouts and Links* in the main menu (mobile users, click the *Menu* button first). Click on either *Program Objects* or *Rotation Objects*.



3. If available to you, the EPAs may be in one or more documents found in those sections .

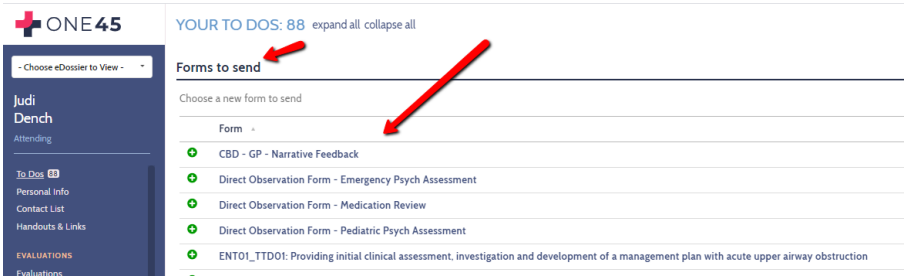
Triggering EPA forms

Please find instructions below on how you as a faculty member can trigger forms to evaluate residents on their performance on a particular EPA. These instructions include both desktop and mobile browser steps.

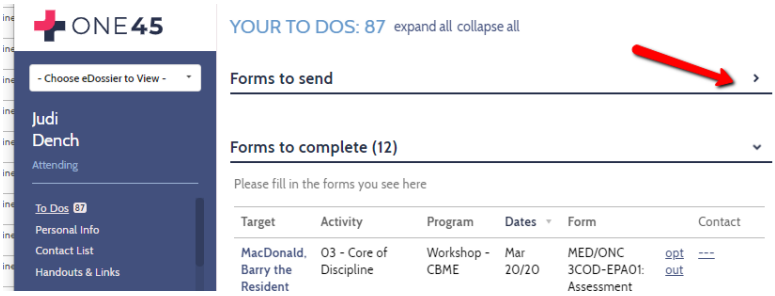
Triggering EPA forms for residents you wish to assess (Desktop version)

1. Log into one45 at https://one45.med.dal.ca and proceed to step 2. If you do not remember your username and password for one45, you can request a password reset from the log in page using these instructions:
    a. Navigate to https://one45.med.dal.ca
    b. Click *Need help logging in?*
    c. Enter the email address associated with your one45 account (the email address you receive one45 alerts in).
    d. Click *Send email reminder.*

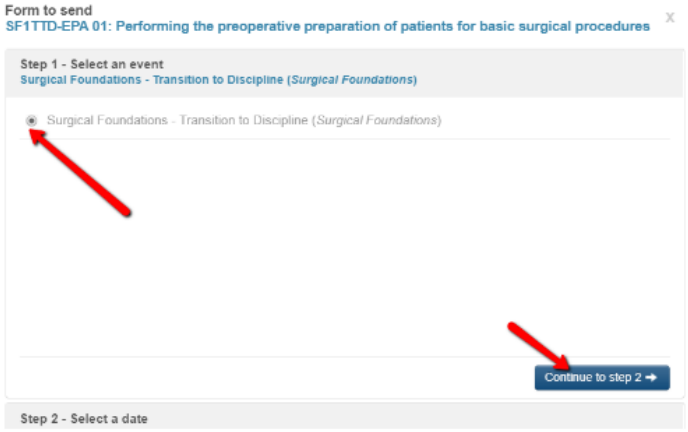
2. Once logged in, you will be taken to your ToDos. You will see a list of forms under *Forms to Send*.



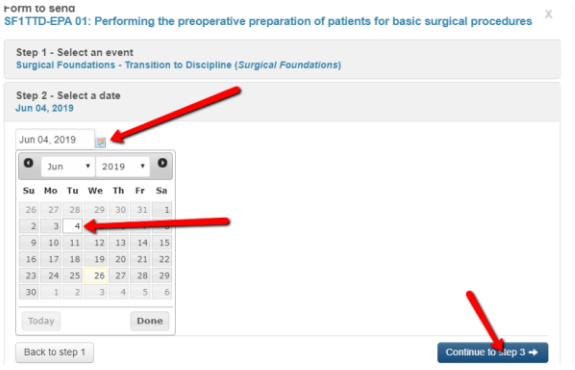
    a. FYI, if your *Forms to Send* is too long, and you are just trying to get to your *Forms to Complete*, you can collapse it with this arrow.



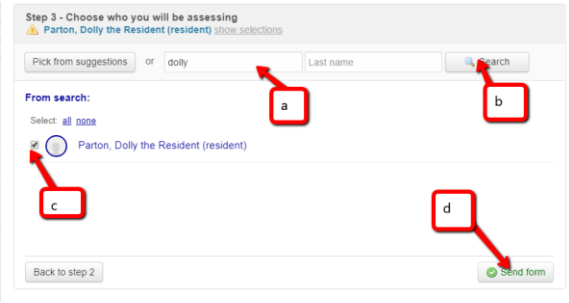
3. If you have the option, pick which rotation you observed or participated in the EPA you are now assessing the resident on. However, many departments run their EPA forms off of rotations based on CBME stage. If this is the case, a default will be automatically selected, as seen below. Click *Continue to step 2*.



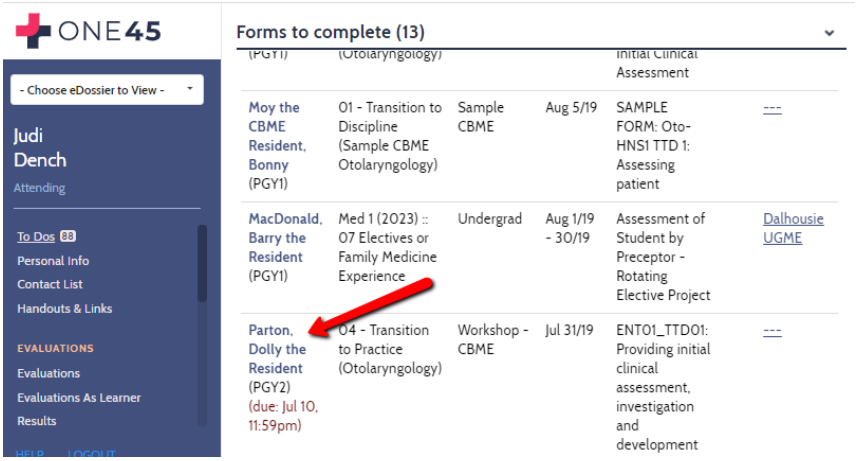
4. Specify the date the EPA was assessed. Click *Continue to step 3*.



5. Search for the resident you are looking for, check their name, and click *Send form*.



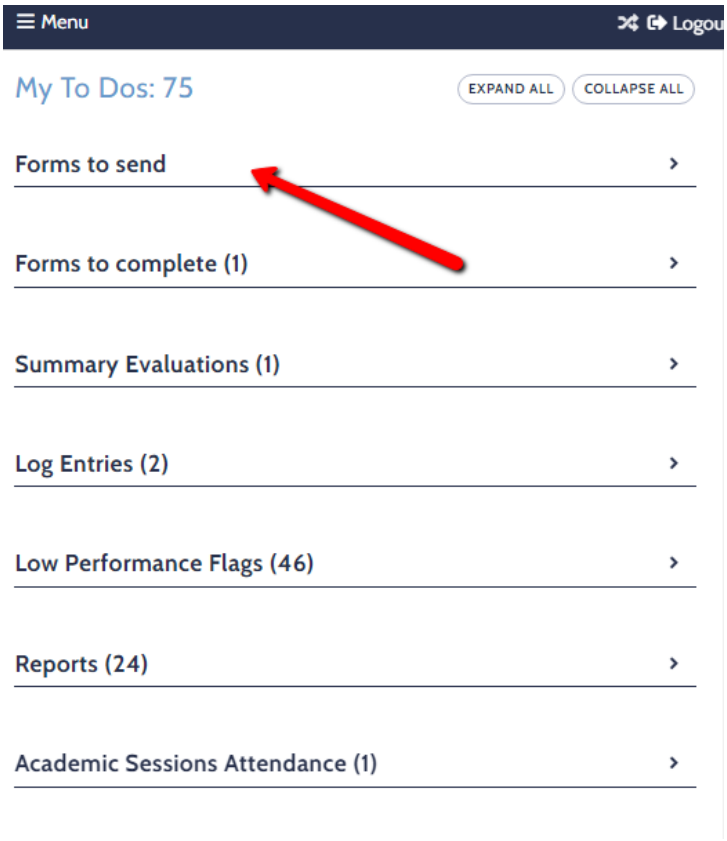
6. If you only picked one resident, it should open automatically. Otherwise, you can access it in your *Forms to Complete* section of your ToDos, ready to complete. Click on it, fill out all the mandatory questions, and submit it as you would other forms. If you need help with this process, see the *Completing EPA Forms* section of this manual below.



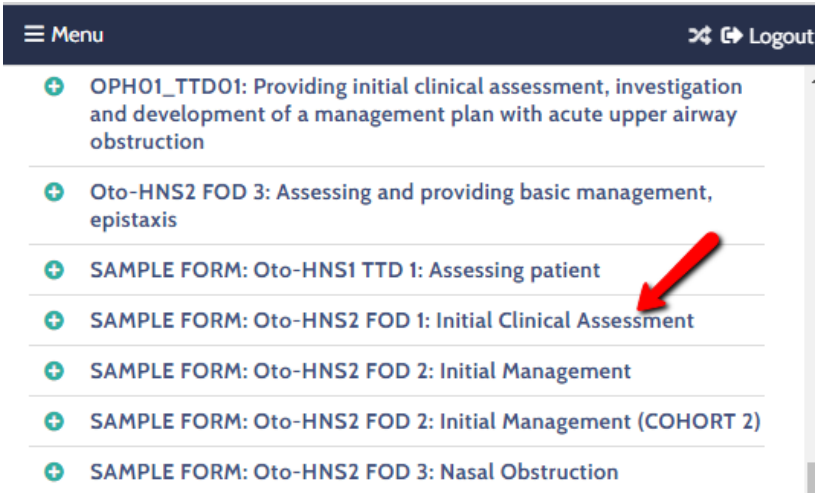
Triggering EPA forms for residents you wish to assess (Mobile version)

1. On a web browser on your mobile device (e.g. Chrome, Firefox, Safari), log into one45 at https://one45.med.dal.ca and proceed to step 2. If you do not remember your username and password for one45, you can request a password reset from the log in page using these instructions:
    a. Navigate to https://one45.med.dal.ca
    b. Click *Need help logging in?*
    c. Enter the email address associated with your one45 account (the email address you receive one45 alerts in).
    d. Click *Send email reminder.*

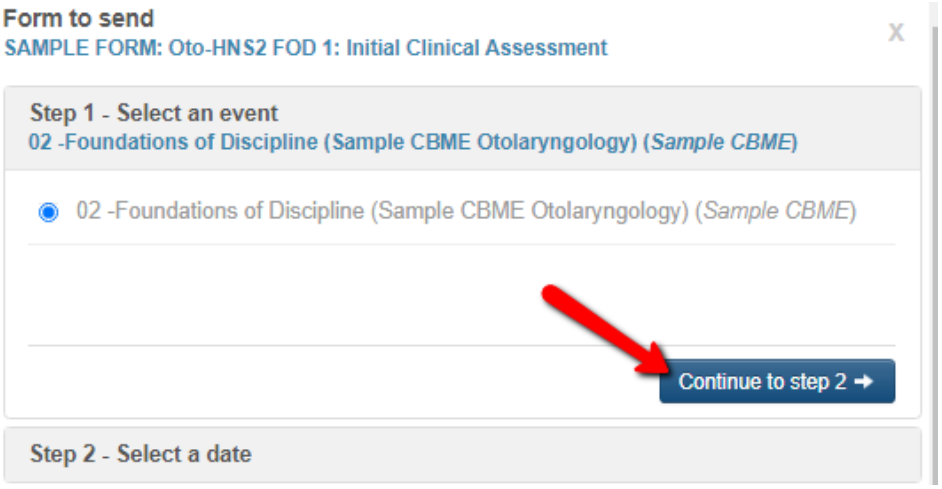
2. Once logged in, you will be taken to your ToDos. You will see a list of menu items. Click on *Forms to Send*.



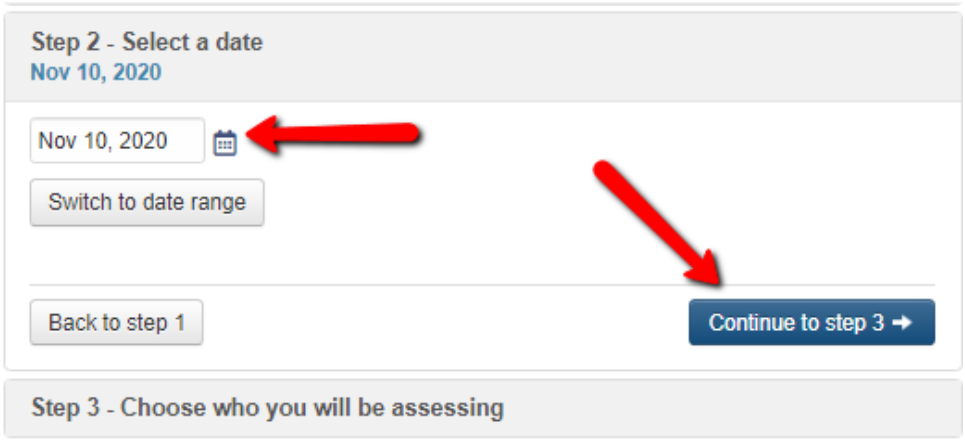
3. Pick the EPA you would like to trigger and fill out on a resident.



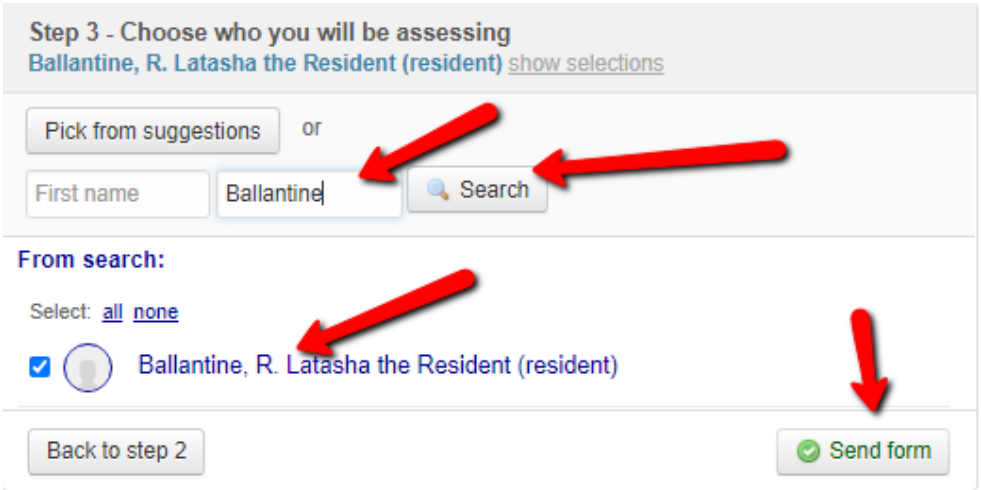
4. If you have the option, pick which rotation you observed or participated in the EPA you are now assessing the resident on. However, many departments run their EPA forms off of rotations based on CBME stage. If this is the case, a default will be automatically selected, as seen below. Click *Continue to step 2*.



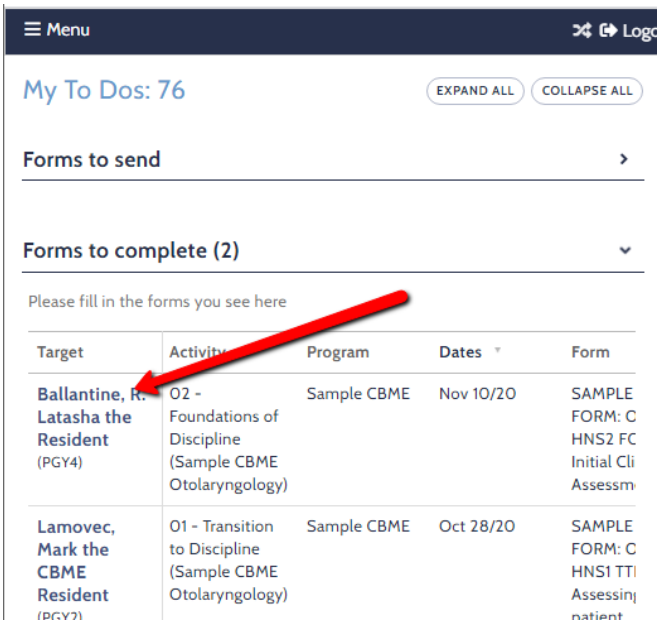
5. Specify the date the EPA was assessed. Click *Continue to step 3*.



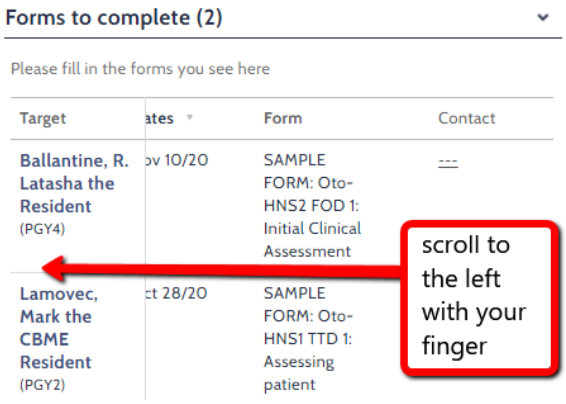
6. You may see the resident's name listed at the bottom of the search window. Click on their name or, if they are not listed, search and select the resident you are looking for. Click Send Form.



7. If you only picked one resident, it should open automatically, ready for you to complete. Otherwise, you can access it in your *Forms to Complete* section of your ToDos. Click on it, fill out all the mandatory questions, and submit it as you would other forms. If you need help with this process, see the *Completing EPA Forms* section of this manual below.



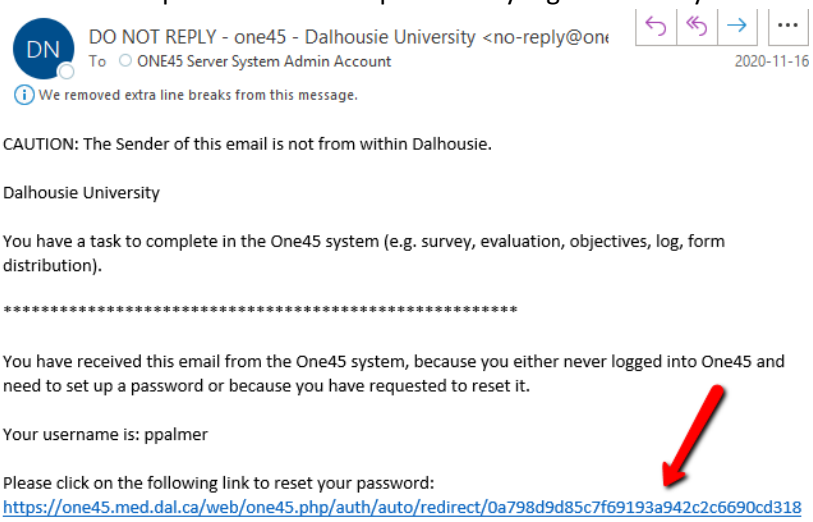
   a. NOTE: You might not be sure which form to open as some mobile devices cannot display all of the details of the form in smaller screens. Use your finger to scroll over to see the other details such as the name of the form that might be hidden.



Completing EPA Forms

Completing EPA forms sent to you by residents (Desktop version)

1. You may receive an email from one45.com alerting you to a new ToDo to complete. If you do, click the link within the email and you will automatically be logged into your account. Otherwise, proceed to step 2.
   NOTE:
   a. The log in links only work once. If you click on the link, but aren't ready to complete your form, it will not work for you later. You will need to log in manually (see step 2).
   b. If you were sent multiple forms in the same day, one45 will only send your one email so as not to bother you with multiple emails. Please periodically log in manually to check you don't have outstanding forms.


DN
DO NOT REPLY - one45 - Dalhousie University <no-reply@one
To ONE45 Server System Admin Account
2020-11-16
We removed extra line breaks from this message.

CAUTION: The Sender of this email is not from within Dalhousie.

Dalhousie University

You have a task to complete in the One45 system (e.g. survey, evaluation, objectives, log, form distribution).

****

You have received this email from the One45 system, because you either never logged into One45 and need to set up a password or because you have requested to reset it.

Your username is: ppalmer

Please click on the following link to reset your password:
https://one45.med.dal.ca/web/one45.php/auth/auto/redirect/0a798d9d85c7f69193a942c2c6690cd318

2. If you need to manually log in, and you know your username and password, open a web browser (Chrome, Firefox, Safari, Microsoft Edge) and navigate to https://one45.med.dal.ca, and proceed to step 3.
   If you do not remember your username and password for one45, you can request a password reset from the log in page using these instructions:
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   d. Click *Send email reminder.*

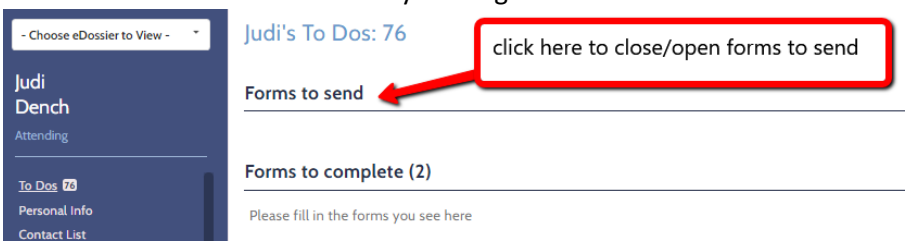
3. Once logged in, you will be taken to your ToDos by default.

Judi Dench
Attending
To Dos 76
Personal Info
Contact List
Handouts & Links
EVALUATIONS
Evaluations
Evaluations As Learner
Results
SCHEDULES
My Calendar
Curriculum Calendar
My Courses
Programs
Vacation/Leave
Manage Calendar Feeds

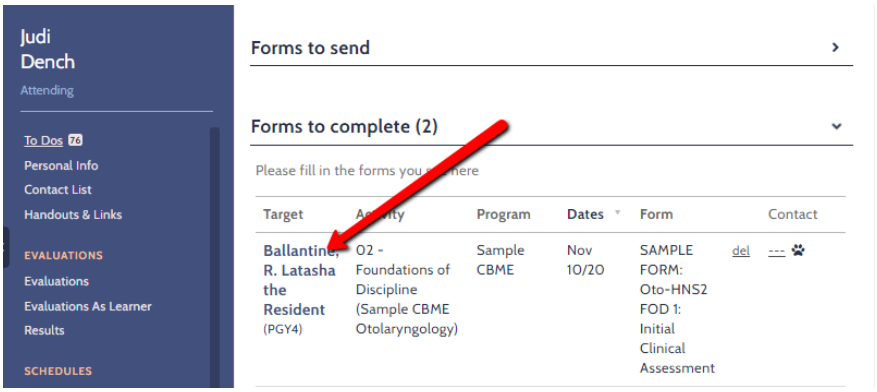
Forms to send
Choose a new form to send

Form	Assessment
**EM SAMPLE Foundations of Discipline Report Card	by me
CBD - GP - Narrative Feedback	by me
Direct Observation Form - Emergency Psych Assessment	by me
Direct Observation Form - Medication Review	by me
Direct Observation Form - Pediatric Psych Assessment	by me
ENT01_TTD01: Providing initial clinical assessment, investigation and development of a management plan with acute upper airway obstruction	by me
Eval of Resident by Facuylty	by me
evaluation of faculty by student	by me
GERI-S2 FOD 2A: Assessing and providing initial management for patients with a deep neck space infection or peritonsillar abscess	by me
ITER - General Alien Medicine (c. 2017)	by me
KF SAMPLE FORM (c. May 2020 3:41pm)	by me

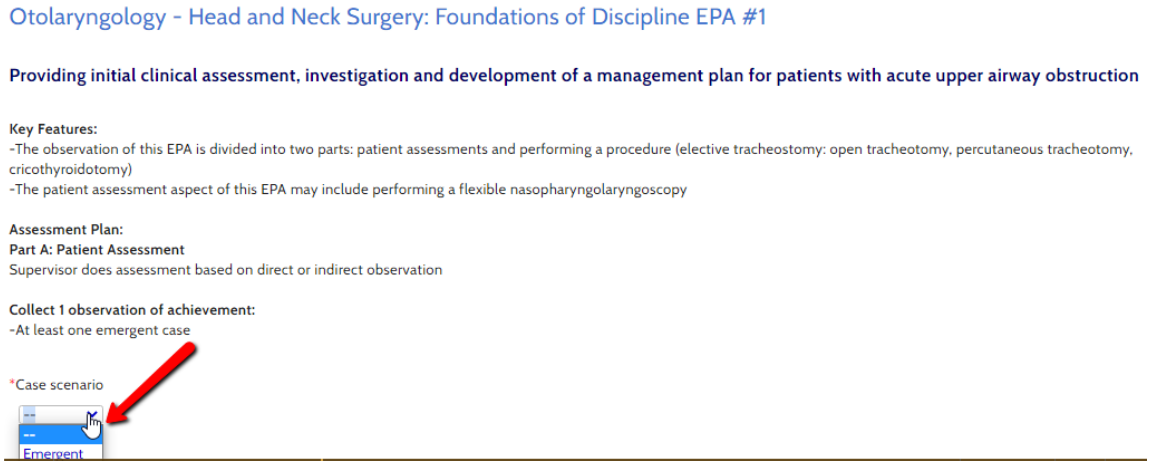
4. You will want to access your *Forms To Complete* section. If you don't see it right away, you can scroll down OR close the *Forms to Send* section by clicking on the *Forms to Send* title.



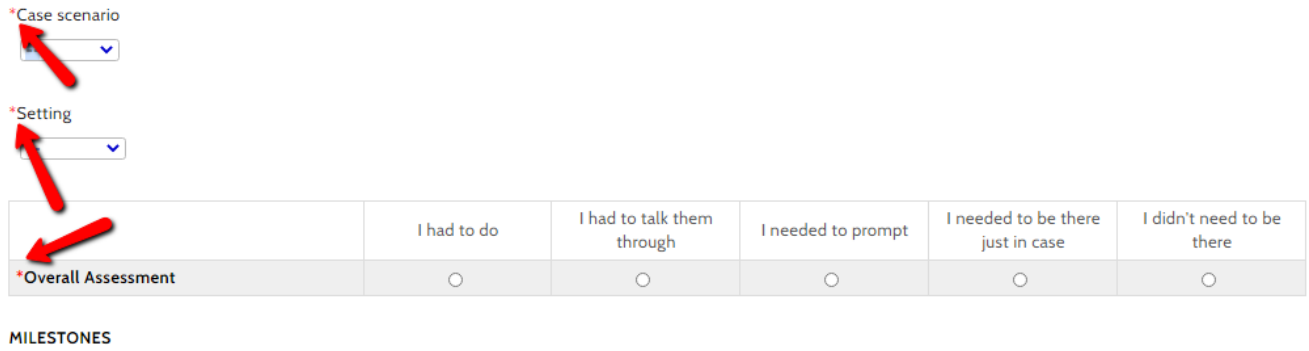
5. If you have been sent any EPA forms, you will see them in the *Forms to Complete* section. Click on the resident's name to open the EPA form.



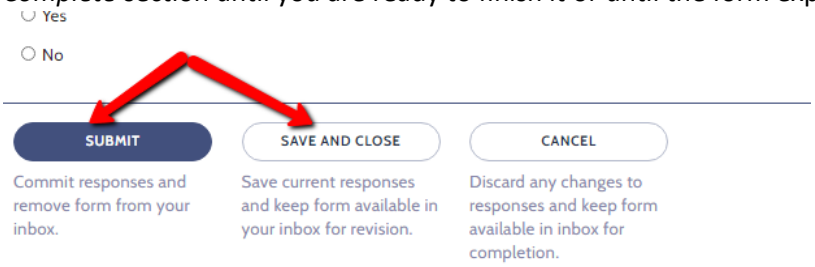
6. The form will open in a new window. Fill out your form.



7. Any required fields will be marked with a red asterisk.



8. When you are ready to submit the form, click *Submit*.
   If you need to revisit the form later, save your changes by clicking *Save and Close*. It will be in your *Forms to Complete* section until you are ready to finish it or until the form expires.



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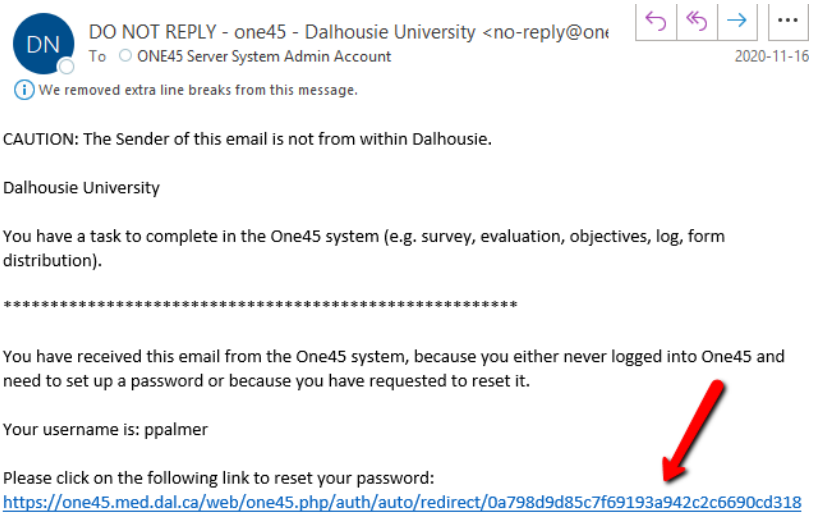
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2. If you need to manually log in, and you know your username and password, open a web browser (Chrome, Firefox, Safari) and navigate to https://one45.med.dal.ca, and proceed to step 3.
   If you do not remember your username and password for one45, you can request a password reset from the log in page using these instructions:
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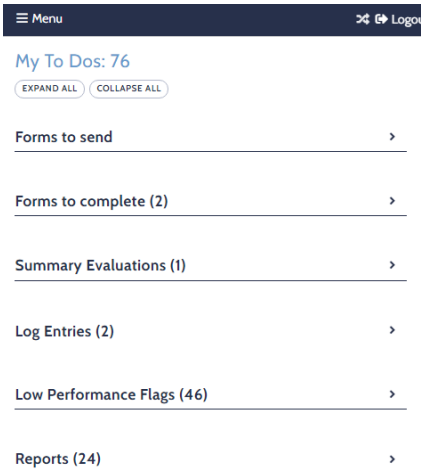

Menu Logo

My To Dos: 76

EXPAND ALL COLLAPSE ALL

Forms to send

Forms to complete (2)

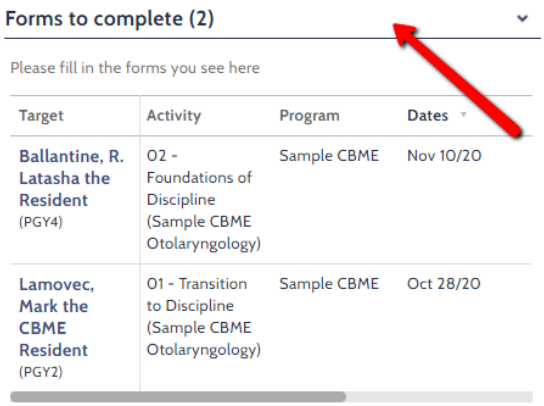
Summary Evaluations (1)

Log Entries (2)

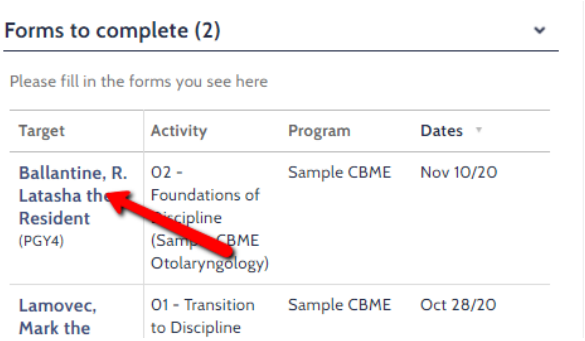
Low Performance Flags (46)

Reports (24)

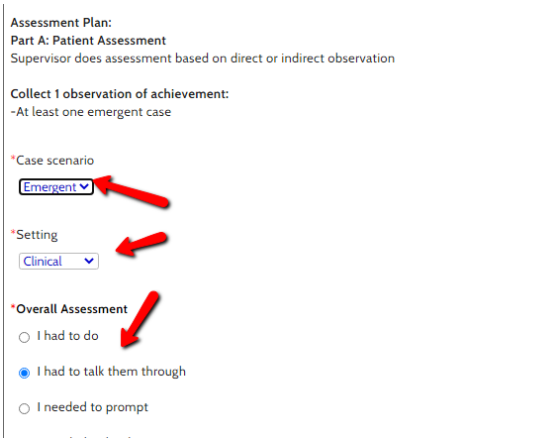
4. Click the *Forms To Complete* section.



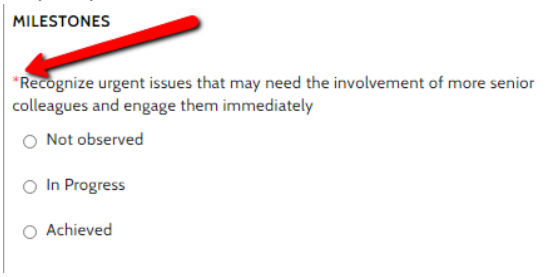
5. If you have been sent any EPA forms, you will see them listed with the residents' names. Click on a resident's name to open the EPA form.



6. The form will open, oftentimes in the same window. Fill out your form.



7. Any required fields will be marked with a red asterisk.



8. When you are ready to submit the form, click *Submit*.
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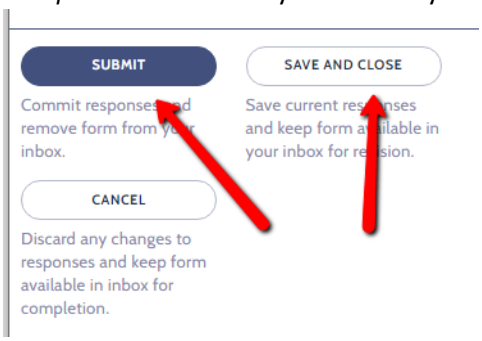
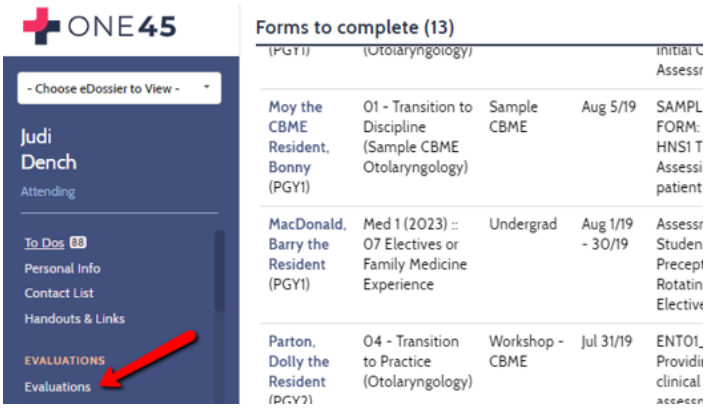
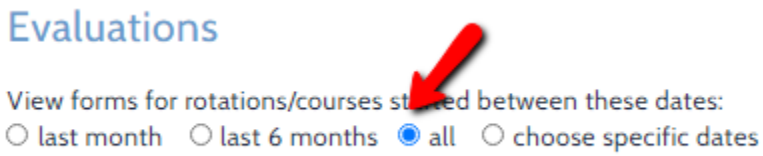


Reviewing forms you previously completed (Desktop and Mobile)

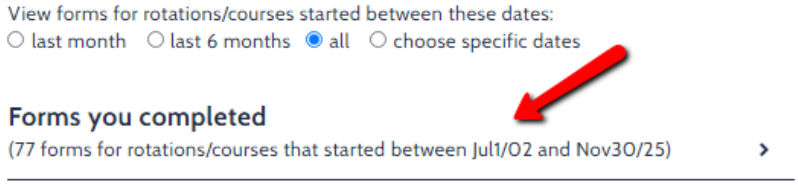
1. To look at forms you have completed previously, click *Evaluations*. (If you are using a mobile device, you will need to click on the Menu button first (☰ Menu))



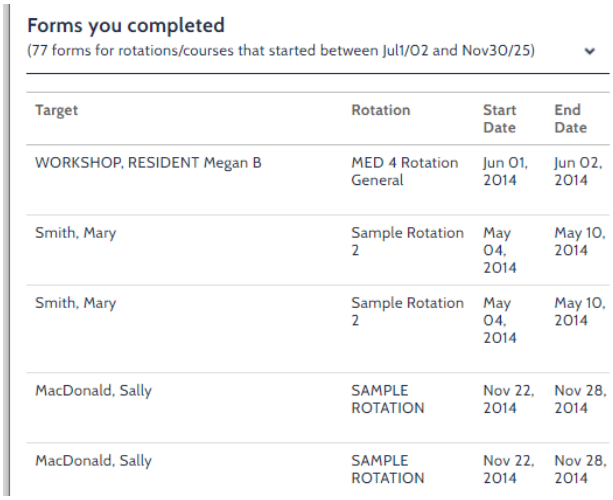
2. For quick results, click ***all***.



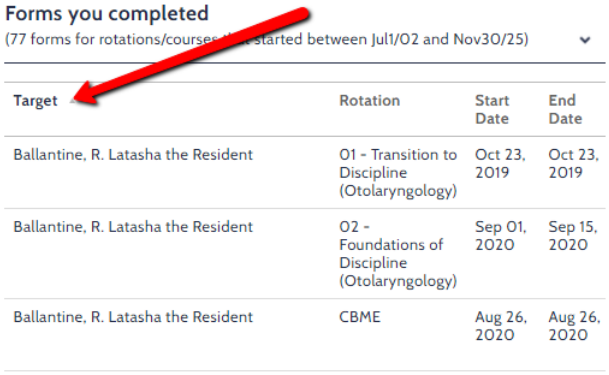
3. Click the section *Forms you completed*.



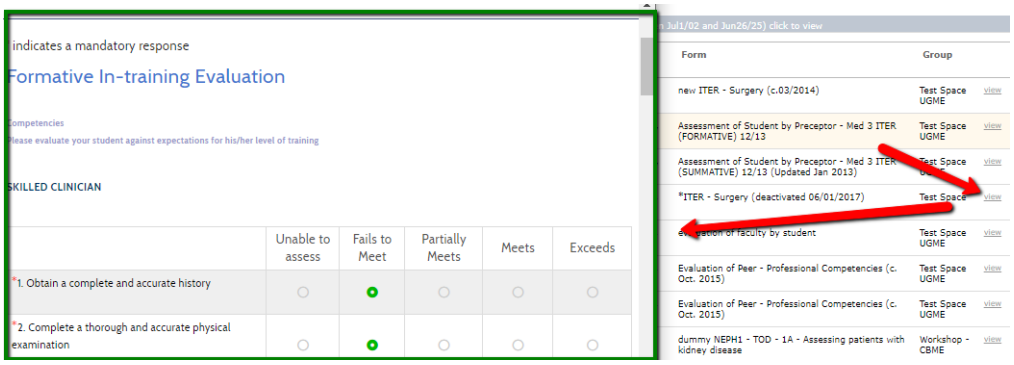
4. You will now see all the forms you have completed on residents and students.



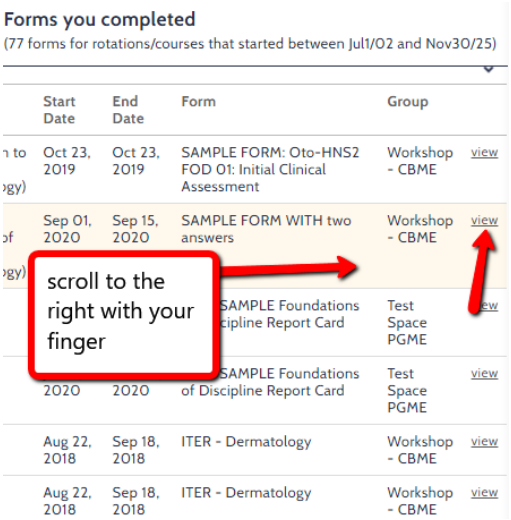
5. You can sort the results by target name, rotation, start or end date, form, etc.



6. For users on a desktop, click the *view* link at the end of each row and the form will open in a new tab.



7. For users on a mobile device, do the following:
   a. Scroll over to the right to access the view menu. Click view for the form you want.



b. The form will open, on some browsers as a new window, on others in the same window.

Dalhousie University
Workshop - CBME

Evaluated By : Dench, Judi (Attending)
Evaluating : **Ballantine, R. Latasha the Resident (Resident) - PGY4**
Rotation : 01 - Transition to Discipline (Otolaryngology)
Dates : Oct 23, 2019
Completed on : Feb 28, 2019

* indicates a mandatory response

Otolaryngology - Head and Neck Surgery: Foundations of Discipline EPA #1

Providing initial clinical assessment, investigation and development of a management plan for patients with acute upper airway obstruction

Key Features:
- This EPA includes performing a history and examination focusing on the head and neck, synthesizing the case and presenting to supervisor

Assessment Plan:
Supervisor or delegate does assessment based on direct or indirect observation with review of consult letter

c. If it opened in the same window, hit back on your browser to get back to the one45 interface.